



CABINET FOR FAMILIES AND CHILDREN  
COMMONWEALTH OF KENTUCKY  
FRANKFORT 40621

OBsolete  
PER

DEPARTMENT FOR SOCIAL INSURANCE  
DIVISION OF CHILD SUPPORT ENFORCEMENT  
"An Equal Opportunity Employer M/F/D"

DCSE Manual Transmittal  
Letter No. 431  
October 16, 1996

TO: Staff, Division of Child Support Enforcement

SUBJECT: Revised CS-64, CS-65, CS-66, CS-79, CS-80, CS-81, CS-130,  
CS-131, CS-133, CS-136 and Procedural Instructions

Revised Procedural Instructions for the CS-71, CS-132, and  
CS-141

The administrative forms and procedural instructions listed above have been revised throughout to change "absent parent" to "noncustodial parent" and "client" to "custodial parent." In some instances, the terms "parental custodial parent" and "nonparental custodial parent" have been used. A parental custodial parent is a mother or father. A nonparental custodial parent is someone other than a mother or father, such as a grandmother, aunt, uncle, etc.

The signature lines of the administrative forms have been changed so that "Sincerely" is omitted and the caseworker does not have to sign any of the forms. The new format will require the Kentucky Automated Support and Enforcement System (KASES) to enter the following: caseworker's name, "Division of Child Support Enforcement," caseworker's address, and caseworker's telephone number.

The administrative forms also have been revised to add **"CHILDREN FIRST"** to the bottom of the forms. This change will be made to all forms as they are revised.

The **Noncustodial Parent Appointment Letter (Form CS-64)** has been revised to add the information that Kentucky Revised Statute (KRS) 405.467 allows the Cabinet for Families and Children (CFC) to withhold earnings to collect current support, current support plus arrearages, arrearages only, and medical support. Also, the statement that payment records for at least 12 months are required has been added to verification of paying child support or maintenance.

**"CHILDREN FIRST"**

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arrearages, arrearages only, and medical support. It has been updated to add a custody change to the list of changes which a noncustodial parent must report. The CS-80 also has been changed to reference the Administrative Enforcement Fact Sheet (Form CS-87) which is provided to the noncustodial parent along with the CS-80.

The **Support Modification Review (Form CS-81)** has been revised to remove using subpoena powers to request information which is not provided voluntarily. Reference to "AFDC" has been changed to "public assistance." In addition, the CS-81 now states that proof of income must be provided for at least three months and proof of paying maintenance and support must be provided for at least 12 months.

The CS-81's procedural instructions have been changed to update KASES' information, to remove the use of the CS-28, and to state that the form is not mailed a second time. If either parent does not return the CS-81 and the financial forms, the case is referred to the appropriate contracting official for judicial review of the order.

The **Wage Information Request (Form CS-130)** has been revised to add the following items to the form: the employee's mailing address; the pay period identifiers biweekly, semimonthly, hourly, daily, and yearly; hours worked per month; union number; occupation; children covered by the health insurance policy; reasons for employment ending; where a wage withholding order needs to be sent; and the address and phone number of the person who completes the form. Also, CITY, STATE, ZIP, and PHONE NUMBER are specifically requested for all addresses. In addition, reference to KRS 405.465(5) has been added to paragraph two of the text.

The procedural instructions for the CS-130 have been changed to state that the form is generated on KASES, to remove the use of the CS-28, and to state that the form is not mailed a second time. If the CS-130 is not returned for an administrative establishment case and wage information cannot be obtained from another source, the obligation is established by default. If the CS-130 is not returned for a review and modification case and wage information cannot be obtained from another source, the case is referred to the appropriate contracting official for judicial review of the order.

The **Nonparental Custodial Parent Information Request (Form CS-131)** and the **Parental Custodial Parent Information Request (Form CS-133)** have been revised to update language and format. The procedural

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The following forms are being obsoleted because they are no longer used: (1) IV-D Payment Record (Form **CS-14**), (2) Payment Record Continuation Page (Form **CS-14.1**), (3) Administrative Subpoena (Form **CS-28**), (4) State Parent Locator Section Case Action/Review Sheet (Form **CS-58**), and (5) Intercepts Project Section Case Action/Review Sheet (Form **CS-125**).

In addition, the hard copy **PA-125 Series** used by public assistance offices has been obsoleted by the Division of Field Services. Public assistance caseworkers system generate and send to DCSE a one page form which the client signs. This form is called the Assignment of Rights (**PA-125**). Public assistance caseworkers also generate and send to DCSE a one page form called the "Absent Parent Fact and Information Sheet." This form has no PA number on it.

Asterisks have been added to the numbered versions of the forms, and brackets have been placed throughout the forms' procedural instructions to show where new material has been added to the text. This has been done at the request of casework staff. In addition, references to AFDC have been changed to K-TAP, and references to non-AFDC have been changed to NPA.

An unnumbered version of each revised form is attached for photocopying until the forms are either migrated to KASES or available from the supply center.

The Child Support Manual of Forms is to be updated as shown below and on the following pages.



STEVEN P. VENO, DIRECTOR  
DIVISION OF CHILD SUPPORT ENFORCEMENT

#### Instructions for Manual Maintenance

##### Remove

Table of Contents for the  
Manual of Forms, pages 1 - 2  
(11/1/95) and 3 - 4 (10/1/96)

##### Insert

Table of Contents for the  
Manual of Forms, pages 1  
through 3 (10/16/96)

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Instructions for Manual Maintenance (Continued)

Remove

Information on Court Actions  
(PA-125, Supplement B) (Rev.  
12/82) and Procedural  
Instructions (8/16/90)

Supplement, Absent or Alleged  
Parent Fact and Information  
Sheet (PA-125.1) (Rev. 5/90)  
and Procedural Instructions  
(8/16/90)

Absent Parent Appointment  
Letter (Form CS-64) (Rev. 7/94)  
and Procedural Instructions  
(2/1/94)

Statement of Income and  
Resources (Form CS-65 and  
CS-65.1) (Rev. 7/94) and  
Procedural Instructions (7/15/94)

Notice of Monthly Support  
Obligation (Form CS-66)  
(Rev. 7/94) and Procedural  
Instructions (7/15/94)

Affirmation of Obligation  
(Form CS-79) (Rev. 9/93) and  
Procedural Instructions (9/1/93)

Rights and Responsibilities of  
Absent Parents (Form CS-80)  
(Rev. 7/94) and Procedural  
Instructions (7/16/91)

Support Modification Review  
(Form CS-81) (Rev. 5/95) and  
Procedural Instructions (5/1/95)

Insert

Absent Parent Fact and Infor-  
mation Sheet

Noncustodial Parent Appointment  
Letter (Form CS-64) (Rev. 10/96)  
and Procedural Instructions  
(10/16/96)

Statement of Income and  
Resources (Form CS-65) (Rev.  
10/96) and Procedural  
Instructions (10/16/96)

Notice of Monthly Support  
Obligation (Form CS-66)  
(Rev. 10/96) and Procedural  
Instructions (10/16/96)

Affirmation of Obligation  
(Form CS-79) (Rev. 10/96) and  
Procedural Instructions  
(10/16/96)

Rights and Responsibilities of  
Noncustodial Parents (Form CS-80)  
(Rev. 10/96) and Procedural  
Instructions (10/16/96)

Support Modification Review (Form  
CS-81) (Rev. 10/96) and Proce-  
dural Instructions (10/16/96)